

Interview Preparation Worksheets

Editable practice workbook | By Shady | Shadykone | Free USD 0

Use these pages with the Job Interview Preparation course. Type into the response areas or print the PDF. The DOCX is editable; the PDF is a printable copy, not an interactive form. Duplicate the STAR page when you need more cards. Keep your examples truthful and label non-work experience accurately. Do not include private medical, identity or account information.

Worksheet 1 Research the role

Target role and employer or fictional practice role

One sentence describing the work

Requirement 1 and my truthful evidence or gap

Requirement 2 and my truthful evidence or gap

Requirement 3 and my truthful evidence or gap

Employer fact 1 with source link and date

Employer fact 2 with source link and date

Two questions that still need an answer

Check: separate source-backed facts, your interpretation and open questions.

Worksheet 2 Introduce yourself

Draft in your own voice. Aim for a focused answer rather than a complete life story. Every claim should be supported by your actual experience.

Current focus or relevant background

One or two relevant pieces of evidence

Why this role fits your direction

My 30 second version

My three line cue card for a 60 to 90 second version

Listener feedback and one revision

Worksheet 3 STAR evidence card

Complete three cards by duplicating this page. Choose a real event from work, education, volunteering, home or another accurately named setting.

Card number and skill shown

Situation including the real setting

Task and my responsibility

Action including my decisions and steps

Result including what I observed or can verify

Learning and what I would change

Truth check including my contribution and limits on any numbers

Worksheet 4 Answer different question types

For each prompt, choose the right structure. Past examples need real events. Hypothetical answers should be clearly described as proposed actions.

Motivation question and evidence for my interest

Strength question and a concrete example

Development question and a specific improvement action

Behavioral question and the STAR card I will use

Situational question and my proposed steps

One honest response when I do not know

One claim I revised to make it clearer or more accurate

Worksheet 5 Logistics and accessibility

Confirm arrangements with the organizer. Record practical needs and plans without putting private medical details here.

Date time time zone and expected length

Format location or verified meeting link

Organizer contact and agreed backup route

Travel entrance or platform test completed

Materials notes and tools allowed

Practical access needs and whether arrangements are confirmed

What I will do if travel or technology fails

Two phrases to pause or ask for clarification

Worksheet 6 Mock interview review

Select six questions from the course bank. Use the full rubric in the guide. Score evidence and preparation; do not score accent, disability-related behavior, eye contact or clothing cost.

Questions used and practice date

Role relevance score 1 to 4 and evidence

Truthful evidence score 1 to 4 and evidence

Answer structure score 1 to 4 and evidence

Listening and judgment score 1 to 4 and evidence

Practical readiness score 1 to 4 and evidence

Total out of 20 and two priority improvements

What changed after repeating two answers

Worksheet 7 Questions and follow through

Prepare questions that matter to your decision. Drafting a message does not mean you have sent it. Use only real details and respect the employer's contact instructions.

Three employer questions

Next steps and timeline actually stated by the employer

My unsent thank you or update draft

My three most important offer considerations

Written terms to check and questions still unanswered

Final assessment score out of 12 and one review action

Completion check: six lesson exercises, three STAR cards, one mock interview with revisions, final assessment reviewed. No hiring outcome or accredited qualification is guaranteed.